

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

U.S. Embassy Ashgabat

2. AGENCY

State

3a. POSITION NO.

A52501

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) update of duties and responsibilities

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

Realty Assistant, FSN-820

07

BJM

09/30/11

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

Housing Assistant

7. NAME OF EMPLOYEE**8. OFFICE/SECTION**

General Services Office

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.**10. This is a complete and accurate description of the duties and responsibilities of this position.**_____
Typed Name and Signature of Employee_____
Date(mm-dd-yy)

Mayagozel Sahatova

09/30/2011

Typed Name and Signature of Supervisor_____
Date(mm-dd-yy)**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**

Andrew Berdy

09/30/2011

Typed Name and Signature of Section Chief or
Agency Head_____
Date(mm-dd-yy)**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

Benjamin J. Mills

09/30/2011

Typed Name and Signature of Admin or Human
Resources Officer_____
Date(mm-dd-yy)**13. BASIC FUNCTION OF POSITION**

The Realty Assistant is responsible for researching, locating and leasing residences for the Embassy. Acts as the principle realtor and day-to-day real estate manager for all Embassy residential properties, interprets for the GSO, liaises with landlords and real estate agents, as appropriate, to support the lease process. Serves as the main contact person to coordinate repairs that involve the landlord.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****Managing The Embassy's Residential Property Inventory:****60%**

1. Employee is the principal point of contact for all landlord-USG issues. Under the direction of the GSO, communicates with landlords, drafts and translates lease agreements correspondence, and amendments.
2. Liaises with the landlord in support of the leasing of residences suitable for Embassy. Will ensure that residences are inspected by the GSO, RSO, POSHO and post Inter-Agency Housing Board. Assists in the negotiating process with landlords to clarify lease clauses, maintenance responsibilities and routine matters relating to upkeep, landlord responsibility, utilities, building security, co-op rules, etc. Prepares translation of lease documents and facilitates these formalities with landlords.
3. The incumbent will serve as the focal point for all housing issues and will answer or redirect customer questions related to the status of a work order involving residential access and maintenance work. Works in close collaboration with the supervising GSO to maintain OBO leases. Ensures that reports are transmitted on time and correctly. Tracks lease expiration dates and prompts the supervisor when leases are due for renewal, and in matters regarding schedules of payment.
4. Under the guidance of the GSO acts as the Embassy's primary representative to local government offices and entities which have jurisdiction over or business with the Embassy's residential properties or landlords. Works independently under the supervision of the GSO to resolve real estate licensing and documentation issues in conjunction with landlords. Provides Electronic Funds Transfer and local banking guidance to landlords.

Make Ready and Transfer Issues :**15%**

Will refer employees to other units of the General Services Office (such as maintenance) as needed and set up meetings and follow through to assure residents receive relevant clarification of their housing-related issues.

Administrative:**20%**

Maintains house specific files on landlord communication, upgrades, and maintenance issues. Compiles documentation on the quality and timeliness of maintenance by landlords and confirms with GSO maintenance that repairs are up to Embassy/DOS standards. Serves as the embassy point of contact for landlords for housing issues and refers them to the supervisor or other GSO sub section as needed. Communicates by phone or e-mail. Documents discussions and translates any notices/letters from or to landlords. In coordination with the Financial Management Office, ensures that landlords are in full compliance with the lease terms prior to release of rent payments.

Performs other duties as assigned.

5%**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE****a. Education:**

Secondary Education

b. Prior Work Experience:

Two years of professional office experience.

c. Post Entry Training:

On the Job Training will be provided by the GSO; FSI Real Estate Training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level III (Good Working Knowledge) Speaking/Reading/Writing English and Russian

e. Job Knowledge:

Working knowledge of local realty laws. Basic familiarity with local conditions and practices in housing and apartment construction, interior design and maintenance.

f. Skills, and Abilities:

Ability to work on multiple tasks and follow through on them without direct supervision. Organizational skills required in order to maintain a high volume of electronic and paper files. Skill in using computer programs including Excel for data entry. Well developed negotiation and interpersonal skills are essential.

16. POSITION ELEMENTS

a. Supervision Received:

Directly supervised by GSO Assistant.

b. Supervision Exercised:

None

c. Available Guidelines:

US Government regulations, rules, and local mission/post guidelines including 15 FAM, SHEM, and associated handbooks. Post housing handbook and policy.

d. Exercise of Judgment:

Incumbent follows available guidelines explicitly and seeks immediate advice or direction when needed. Must exercise sound judgment in ambiguous situations, Must judge a proper level of routing communication and discern when issues become contentious or complicated so as to require higher levels of decision.

e. Authority to Make Commitments:

Highly developed advisory capacity regarding local laws and practices, as well as strategies in dealing with landlords and local government entities. No authority to commit financial resources, but delegated authority to follow through on enforcing lease provisions including recommending withholding rent pending urgent repairs.

f. Nature, Level, and Purpose of Contacts:

Working contacts with real estate agents, landlord's agents and landlords to make appointments to visit housing and to set up negotiation meetings, to sit in on meetings and assist in interpreting and explanations of lease clauses and requirements. Working level contacts with local government authorities. Broad interaction with Embassy personnel at all levels.

g. Time Expected to Reach Full Performance Level: Six months